

Renovate Fast Track for Staff Lockers

Project No. 640-15-112

Department of Veterans Affairs

Palo Alto Health Care System

Palo Alto, CA 94304

STATEMENT OF OBJECTIVES

PROJECT TITLE: Renovate Fast Track For Staff Lockers

PROJECT NO: 640-15-112

DATE: March 10, 2015

EXECUTIVE SUMMARY

- A. PROJECT DESCRIPTION:** This construction project includes renovating fast track exam rooms to staff lockers and renovating existing exam rooms in Building 100 at the Veterans Affairs Palo Alto Healthcare System (VAPAHCS).
- B. PROJECT LOCATION:** First Floor at Bldg 100, Around and outside main Emergency Department Exam Areas, 3801 Miranda Avenue, Palo Alto, California, VAPAHCS.
- C. PROJECT CONSTRAINTS:** The construction requires coordination with users in order to minimize operational impact in hallways especially near check in rooms and waiting rooms.

The contractor must follow interim life safety and infection control measures during construction for phasing plans, code compliance, and egress plans, and must coordinate all utility shutdowns that may impact hospital functions with the contracting officer's representative.

SCOPE OF WORK – CONSTRUCTION SERVICES FOR B100 RENOVATE FAST TRACK FOR STAFF LOCKERS

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Contractors shall refer to the solicitation documents for the minimal submission requirements and instructions pertaining to this project. The contractor shall provide services during construction as outlined in this statement of objectives, as well as associated design documents, drawings and specifications. These construction services shall be provided to the Veterans Affairs Palo Alto Healthcare System (VAPAHCS), located at 3801 Miranda Avenue, Palo Alto, CA 94304, all in accordance with this statement of objectives and applicable contract terms or conditions.

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1. PROJECT BACKGROUND

- 1.1. This project will renovate the existing Palo Alto Division Emergency Department (ED) to renovate existing exam rooms to staff lockers, staff lounge, janitorial closet, restrooms, and impact construction for change in operations.

2. PROJECT PURPOSE AND DESCRIPTION

- 2.1. The intent is to select a qualified contractor to provide all labor, materials, equipment, tools, and supervision to complete the renovations shown in the drawings and specifications.
- 2.2. The contractor shall be knowledgeable of all national, state and VA healthcare standards, design guides and policies. The contractor shall maintain valid and current contractor's licensure, verifications, and certifications, as applicable for this project.

3. STATEMENT OF BID ITEMS

- 3.1. ITEM I, GENERAL CONSTRUCTION: Work includes relocation of Fast Track exam rooms for new men's and women's locker rooms and staff lounge.

4. SPECIFICATIONS AND DRAWINGS

- 4.1. After award of contract contractor shall develop all specifications and drawings as needed
- 4.2. The Contractor shall maintain on the job site one (1) printed set of specifications, one (1) printed set of drawings, one (1) printed copy of all RFI's and any documents that modify the original specifications and drawings.

5. COMPLIANCE WITH CODES AND STANDARDS

- 5.1. The contractor shall comply with all design drawings and specifications during the project, including applicable codes and standards described in the VA's design guides and design manuals, and the VA's standards for information technology. Applicable codes and standards are outlined in greater detail in the project construction documents.
- 5.2. To safeguard public health and safety, additional codes or standards may be imposed by the contracting officer's representative, VAPAHCS Safety Officer, and Infection Control Officer. These additional requirements will be given to the contractor by the contracting officer's representative and included in the construction documents and specifications.

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6. ADDITIONAL CONSIDERATIONS

- 6.1. Construction Plans and Phasing: The contractor shall adhere to applicable construction and phasing plans developed by the Architecture and Engineering (AE) firm and COR during the design. These include: Relocating the “SAFE” room first to ready for a move, Renovate exam rooms, and after moving staff complete the lockers. See drawings and attached phasing plans for reference. Contractor shall coordinate with COR in developing a phasing plan.
 - 6.1.1 Construction and Demolition Waste Management.
 - 6.1.2 Construction Indoor Air Quality (IAQ) Management: Comply with the latest version of Sheet Metal and Air Conditioning Contractor’s National Association (SMACNA) IAQ Guideline for Occupied Buildings under construction.
 - 6.1.3 Restoration Plan: Including, but not be limited to, general requirements, restoration for any damages to existing walls, ceiling, equipment, wires, or utilities during construction.
 - 6.1.4 Submittal Register Schedule: The submittal register included within the project specifications lists individual submittal sections with schedule and submittal descriptions.
 - 6.1.5 Construction Phases: The contractor shall submit a schedule depicting all project milestones and construction phases, upon award, before issuance of the notice to proceed. The contractor shall be responsible to coordinate any disruptions to operations of the Emergency Department in the same manner as with utility service shutdowns, as outlined in the general requirements section 01 00 00 and below.
- 6.2 Construction Timeline: Upon award, the contractor shall complete all on-site work for this project within 150 days following the issuance of a notice to proceed.
- 6.3 Utility shutdowns. The contractor shall be responsible to identify utility shutdowns that may impact hospital functions. The contractor shall manage the orderly shut-down and connection to existing utilities as needed, including but not limited to electrical, telecommunications, data, fire alarm/sprinkler system, and HVAC systems, as well as ensure that such construction does not interfere nor interrupt VAPAHCS operations outside of the construction area. The contractor shall coordinate all utility shutdowns that may impact hospital functions with the contracting officer’s representative. Coordination requirements for shutdowns to utility services or other major systems are explained further in the general requirements section 01 00 00.
- 6.4 Interim Life Safety Measures (ILSM). Contractor shall coordinate with the contracting officer’s representative, VA Safety Officer, VA Infection Control, and AE firm, to comply with any Interim Life Safety Measures required during construction.

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This may include, but is not limited to, adhering to phasing plans, code compliance plans, egress plans, and project specifications.

- 6.4.1 Providing and maintaining compliant fire/smoke barriers during construction as needed.
- 6.4.2 Ensuring that the equipment staging or lay down areas, if applicable, comply with applicable VAPAHCS safety requirements. Any staging or lay down areas and construction fencing must be coordinated between the general contractor and contracting officer's representative.
- 6.4.3 Preparing signage showing compliant egress paths during construction.
- 6.4.4 Covering exit signs for obstructed egress paths as needed and, where applicable, providing signage for alternate egress routes.
- 6.4.5 Providing signage for alternate circulation route(s) for patient or hospital staff to maintain the continuity of hospital functions, as required.
- 6.5 Security Considerations. At no time will the vendor be in contact or have access to VA sensitive information. VA sensitive information procedures will be followed per VA Handbook 6500.6. The Contractor will adhere to VAAR 852.252-75, Security Requirements for Unclassified Information Technology Resources (Interim-October 2010).
- 6.6 Station Operations. The contractor shall generally perform all on-site visitation or work between the hours of 8:00 AM and 4:30 PM, Monday through Friday (Federal Holidays excluded), unless otherwise approved by the contracting officer's representative. The contractor may be required to perform all or part of work elements involving significant noise or vibrations affecting nearby areas outside of these normal work hours, in order to avoid impacting daily operations.

7. COORDINATION AND EXECUTION.

- 7.1. User Groups. The contractor will be required to work with the below user groups responsible for managing this project. The contractor is advised that only the contracting officer has authority to alter the contract once awarded, or to legally obligate the government pursuant to any changes in the scope of the project thereof.
 - 7.1.1 Contracting Officer (CO): The CO shall be responsible for all contractual administration of this project. All transactions of a legal nature, including contractual agreements, amendments, change orders, etc. shall be approved and processed through the CO.
 - 7.1.2 Contracting Officer's Representative (COR): The COR shall be responsible for the construction management on behalf of the VA and will manage the project on a day-

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to-day basis to ensure that the project requirements are met from the notice to proceed through completion of the work and acceptance, according to project scope of work and construction documents or specifications.

- 7.1.3 End Users: The contractor may be required to work closely with the end user groups, generally through the coordination of the COR, in order to mitigate or minimize impact to ongoing operations in adjacent workspaces. Project user groups for this project may include the cardiology suite staff, biomedical engineering, facility planning, facility maintenance, and the other support staff.
- 7.2. Construction Administration.
 - 7.2.1 Project Schedule. After award of contract the contractor shall provide to the VA a detailed schedule of all project activities, including milestone dates and critical paths, as well as update such schedule if plans are modified during the course of the project.
 - 7.2.2 Schedule of Values. The contractor shall provide a schedule of values, along with the project schedule, which is aligned with the various activities of work. This schedule of values, if approved, may be used by the contracting officer's representative as a basis for evaluating reviewing progress performance and payments.
 - 7.2.3 Observation and Site Visits. The contracting officer's representative and/or designated representatives may require access in order to monitor, observe, and review all aspects of the project to ensure compliance with the construction documents and other regulatory requirements.
 - 7.2.4 Project Meetings and Inspections. The contractor shall be required to attend or provide a designated representative for coordinated field observation inspections for progress evaluations and reports, and other site visits as needed, including punch list or pre-final and final inspections. Such inspections may occur on a monthly basis, or more frequently as needed. The contracting officer's or other designated representatives may inspect all aspects of the project in order to complete written progress reports, including the performance of work activities in the project schedule or schedule of values, and verification of the contractor's compliance with applicable safety, infection control, or interim life safety requirements.
 - 7.2.5 Submittals. The contractor will be responsible to furnish submittals in accordance with the design specifications and submittals register. The contractor shall submit shop drawings, schedules, manufacturer's literature and data, and certificates in electronic format. Physical samples shall be shipped directly to the AE for inspection, and one sample furnished to the contracting officer's representative for approval. Further details are provided in the project specifications for shop drawings and submittals.

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- 7.2.6 RFIs and Change Orders. During construction the contractor may submit requests for additional information concerning the design or other aspects of the project; however these must be submitted in writing. These must include, at a minimum, a description of or background information for the issue in question, as well as a complete impact assessment for any recommended changes. The contracting officer's or designated AE representative will review, evaluate, and respond as required. Any proposed changes to the scope or deviations from the design documents may be submitted to the contracting officer's representative for review and discussion, however any such changes to the contract or scope of the project must first be approved by the contracting officer in writing before implementation.

8. ABBREVIATIONS AND ACRONYMS

AE	Architectural & Engineering Firm
ASHRAE	American Society of Heating, Refrigerating and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
CA	Commissioning Agent
CD	Construction Documents
CM	Construction Manager
CO	Contracting Officer
COR	Contracting Officer's Representative
DD	Design Development
GC	General Contractor
NEBB	National Environmental Balancing Bureau
NFPA	National Fire Protection Association
NTP	Notice to Proceed
O&M	Operations and maintenance documents
OSHA	Occupational Safety and Health Administration
SD	Schematic Development
SOW	Scope of Work
TAB	Testing, adjusting, and balancing
VA	Veterans Affairs
VAPAHCS	Veterans Affairs Palo Alto Health Care System

End of Section



SHEET NOTES

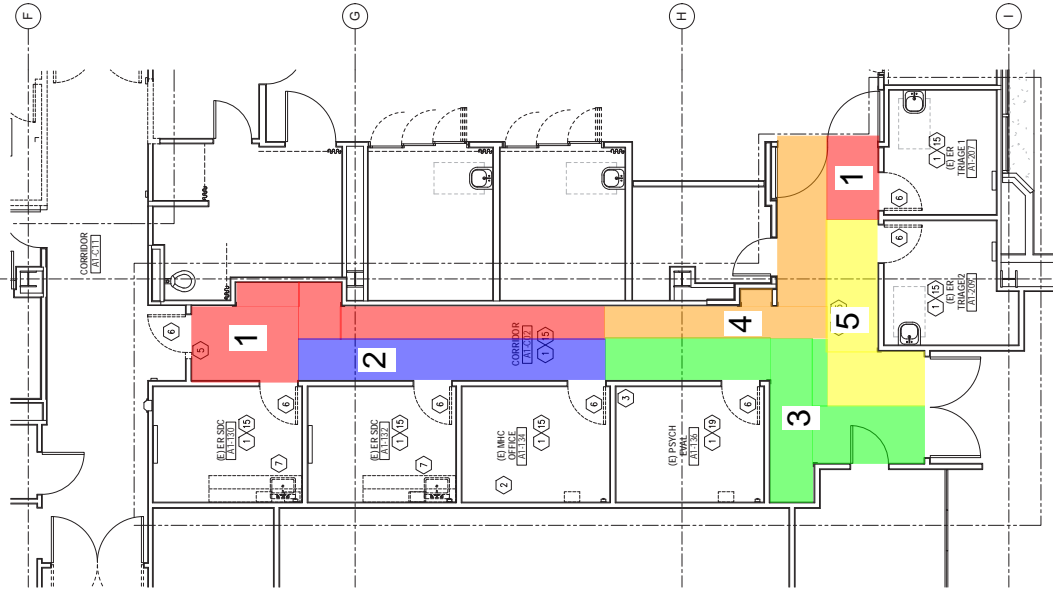
1. RETAIN AND PROTECT ALL (E) STRUCTURAL MEMBERS INCLUDING BUT NOT LIMITED TO COLUMNS, BEAMS, GIRDERS, ETC. UNLESS OTHERWISE NOTED.
2. REMOVE PORTIONS OF DUCTWORK, DIFFUSERS, LIGHTING, RACWAY, CONDUITS, WASTE, VENT AND SUPPLY PIPELINES, ETC. AS REQUIRED TO COMPLETE REMOVAL OF MECHANICAL, ELECTRICAL, PLUMBING & FIRE DRAWINGS.
3. COORDINATE REMOVAL OF FURNISHINGS, EQUIPMENT AND APPLIANCES SHOWN WITH VA TO DETERMINE RELOCATION OR STORAGE IF SALVAGEABLE.

KEYED NOTES (NOTE: NOT ALL KEYNOTES USED)

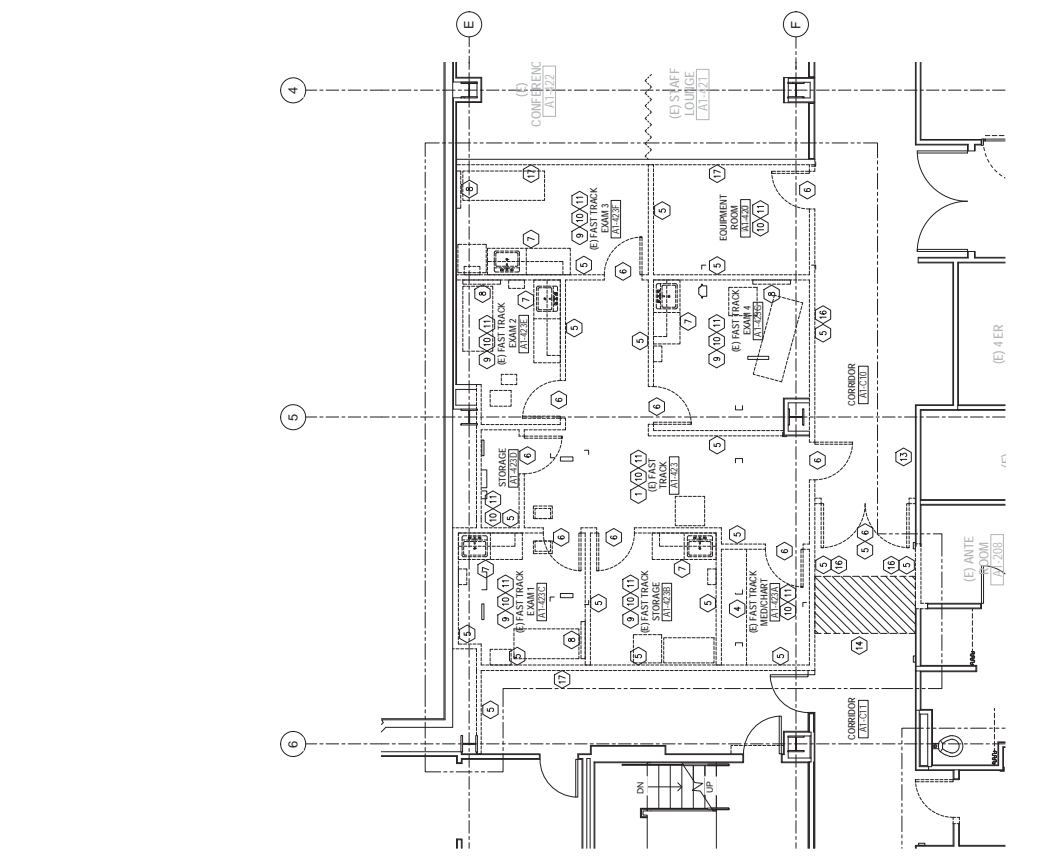
- 1 REMOVE WALL MOUNTED, WALL GUARD, PROTECTION AND PARTITIONING. REMOVE ALL TILES, PARTITIONING, PARTITIONING, PARTITIONING, ETC. SALVAGE TO VA FOR STORAGE OR AS DETERMINED OTHERWISE.
- 2 REMOVE WALL MOUNTED CCTV MONITOR.
- 3 REMOVE CEILING MOUNTED VIDEO SURVEILLANCE CAMERA.
- 4 REMOVE CASEWORK, COUNTER AND BACK SPLASH.
- 5 REMOVE FULL HEIGHT PARTITION, EXTENT AS INDICATED OR REQUIRED FOR NEW PARTITION/OPENING LAYOUT. SEE FLOOR PLAN.
- 6 REMOVE DOOR, FRAME AND RELATED HARDWARE.
- 7 REMOVE PRE-FABRICATED CASEWORK & SINK, SALVAGE TO VA FOR STORAGE OR AS DETERMINED OTHERWISE.
- 8 REMOVE DIAGNOSTIC WALL SYSTEM, SALVAGE TO VA FOR STORAGE OR AS DETERMINED OTHERWISE.
- 9 REMOVE PATIENT PRIVACY CURTAIN AND CEILING TRACK, SALVAGE TO VA FOR STORAGE OR AS DETERMINED OTHERWISE.
- 10 REMOVE FLOORING AND RESILIENT BASE TO SUBSTRATE.
- 11 REMOVE ACOUSTIC CEILING GRID, TILE, LIGHTING AND RELATED CEILING COMPONENTS.
- 12 REMOVE OPSUM WALLEBOARD TO FRAMING, EXTENT AS REQUIRED FOR WORK. SEE FLOOR PLAN.
- 13 REMOVE WALL GUARD AND RAIL, EXTENT AS REQUIRED FOR (N) WORK.
- 14 REMOVE ACOUSTICAL CEILING GRID TILE LIGHTING AND RELATED CEILING COMPONENTS AS REQUIRED FOR NEW WORK. SEE FLOOR PLAN.
- 15 REMOVE ACOUSTIC CEILING TILE LIGHT FIXTURES, REMAINING CEILING APPEARANCES. (C) CEILING GRID TO REMAIN.
- 16 REMOVE WOODEN CHAIR RAIL AND PLASTIC WALL GUARD BELOW. SALVAGE FOR MODIFICATION AND REINSTALLATION.
- 17 REMOVE OPSUM BOARD BOTH SIDES FOR (N) 2 HR. CONSTRUCTION.
- 18 REMOVE OPSUM BOARD ON SCOPE SIDE OF (E) PARTITION FOR FUTURE 1 HR. RATED CONSTRUCTION.
- 19 REMOVE OPSUM BOARD CEILING, LIGHT FIXTURES, REGISTERS AND CEILING APPEARANCES.

LEGEND

- (E) CONSTRUCTION TO REMAIN
- - - - - (E) CONSTRUCTION TO BE REMOVED
- SCOPE OF WORK LIMITS



PHASE 1
DEMOLITION FLOOR PLAN - (E) SDC, MENTAL HEALTH AND TRIAGE
1 1/4" = 1'-0"



PHASE 2
DEMOLITION FLOOR PLAN - (E) FAST TRACK
2 1/4" = 1'-0"

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PROJECT INFORMATION Project No: RENOVATE FAST TRACK FOR STAFF LOCKERS Project Name: RENOVATE FAST TRACK FOR STAFF LOCKERS Location: 3801 MISSION AVE. PALO ALTO, CA Date: 5/6/2015 Checked: LIL Date: 5/6/2015		DESIGN INFORMATION Design No: FIRST FLOOR DEMOLITION PLANS Design Name: FIRST FLOOR DEMOLITION PLANS Approved Project Director: VAPACOR PLANNING AND ENGINEERING Date: 5/6/2015		REVISIONS NO. DESCRIPTION 1. SUBMITTAL 2. FOR CONSTRUCTION DOCUMENTS 3. FOR CONSTRUCTION DOCUMENTS	